From:	Drizd, Lara
To:	Justin Welty; FW1 SageGrouseCED
Cc:	Lief Wiechman; Kathy Hollar; Jesse DElia; Matthew Heller
Subject:	Re: Sage Grouse CED Mail-In Database -- Instructions for Use
Date:	Thursday, May 22, 2014 12:45:43 PM

Hi everyone,

I've reset the password yet again. It is currently...

Database Name: FW1 SageGrouseCED
Email Address: fw1sagegrouseced@fws.gov
NEW Current Password: 5ageGrouseCED*

On Thu, Mar 27, 2014 at 2:18 PM, Drizd, Lara <lara_drizd@fws.gov> wrote:
FYI, it's been about two months since we set up the sage grouse CED email account. The password has to be reset every 60 days so I've just reset it. See below...

Database Name: FW1 SageGrouseCED
Email Address: fw1sagegrouseced@fws.gov
NEW Current Password: 5ageGrouseCED!!

On Fri, Jan 31, 2014 at 1:24 PM, Drizd, Lara <lara_drizd@fws.gov> wrote:
Hi Justin,

Below are instructions for using the FW1 SageGrouseCED email address. The password will need to be changed every 60 days which I can take care of for now. If you have any questions, just let me know!

Lara

How to access the database:

You should receive an email with the subject "FW1 has granted you access to their DEPARTMENT OF THE INTERIOR account -- accept or deny?" Click the link to accept the request.

Wait a couple of hours for the system to confirm your access and then...

When you're in Bison Connect, click on your email address that is near the top, right hand side of the screen. This will drop down a list and from there you just select the database FW1 SageGrouseCED and it will open another tab for you with that account. When people email fw1sagegrouseced@fws.gov the email will go to that account.

Database Name: FW1 SageGrouseCED
Email Address: fw1sagegrouseced@fws.gov
Current Password: 5ageGrouseCED!

How to change the password:

Anyone that has the password can be the "manager" and is able to change the password. The easiest way to set/change the password is by using the website https://myaccount.fws.gov . Once you login to this site with the mail box's username and password there will be a reset password link.

How to add users:

To change the people who have access to the mail box you need to login to the mail box directly. To this click on Start -> All Programs -> FWS_Shared_Mailbx fill in the username and password as requested. Once the mail loads click on the "Gear" icon select Settings -> Account, then add or remove accounts as needed (under Grant access to your account).

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